



**State of Montana**  
**DEPARTMENT OF CORRECTIONS**  
**VERIFICATION OF PRIOR EMPLOYMENT**  
**FOR ANNUAL LEAVE RATE EARNED**

Your years of employment with the state or another Montana public employer may count toward the rate at which you earn annual vacation leave. To be eligible, you must have earned your annual leave under [Title 2, Chapter 18, Part 6 Montana Code Annotated](#). It is your, the employee's responsibility to obtain verification of the time you worked and your eligibility. Once you provide verification, your leave accelerator hours will be adjusted and any changes in the rate at which you earn annual leave will begin at the start of the next regular pay period. No retroactive leave hours will be credited.

If you left a state job to serve in the military and returned to a state job within 90 days of your release from service, that time also may count toward the rate at which you earn annual vacation leave. Again, it is your responsibility to provide verification or no retroactive adjustments will be made. You are not entitled to earn actual hours of annual leave for the period of military service, but you may receive credit toward the rate at which you can earn leave. Military service, which occurred prior to acceptance of a state job, does not count.

- ☐ I do not have prior state service that counts toward my annual leave rate.
- ☐ I do have prior state service that counts toward my annual leave rate. (If so, fill out part 1 below)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part 1: EMPLOYEE COMPLETES:** Send the following information to your former Montana public employer using a separate form for each employer. Your payroll clerk may be able to verify former state service.

Your Name: \_\_\_\_\_  
Other name (i.e. maiden name) \_\_\_\_\_  
Former employer name: \_\_\_\_\_  
Former employer telephone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_

**Part 2: FORMER EMPLOYER COMPLETES:** Please verify that your former employee was eligible to earn leave under [Title 2, Chapter 18, Part 6 Montana Code Annotated](#) and the total number of weeks, calendar months, or academic years of eligibility.

Employer name: \_\_\_\_\_  
Dates of eligible employment: \_\_\_\_\_  
Weeks \_\_\_\_\_  
Months \_\_\_\_\_  
Academic Years \_\_\_\_\_  
Verified by: \_\_\_\_\_  
Name and title: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Date: \_\_\_\_\_

***Employees are responsible for returning this completed form to the employee's supervisor on the start date.***

***Supervisors are responsible for routing this form to the DOC Payroll Bureau.***

## **VERIFYING PRIOR SERVICE TO BE APPLIED TO THE ANNUAL LEAVE RATE EARNED**

Time worked in other Montana public sector jobs may count toward the rate at which an employee earns annual vacation leave credits. Time which counts includes employment by a state agency, a city, county, town or any other public jurisdiction which is covered by and provides annual leave to its employees under [2-18-611](#) and [2-18-612](#) Montana Code Annotated.

A *covered employee* is any person employed by an agency except elected state, county, and city officials, schoolteachers, and persons contracted as independent contractors or hired under personal services contracts. Employment as a short-term worker does not count.

An *agency* is any legally constituted department, board or commission of state, county or city government or any political subdivision thereof. Federal employment and employment with other states or their political subdivisions does not count.

### ***Military Service***

Time in military service MAY count if it interrupts eligible public employment. The employee must leave a Montana public employer and return to that same employer within 90 days of release in order for the time to count. See [2-18-614, MCA](#).

### ***School Districts***

Time worked in a school district may count. An eligible school employee who worked an entire academic year is entitled to a full year's credit toward the rate earned, even though the academic year may have been 9 or 10 months long.

Time worked as a schoolteacher is excluded by the law. Professional employees other than teachers, such as a principal, superintendent or school psychologist, may have worked under a personal services contract. Some personal services contracts specifically provide the terms of leave. If this is the case, the time does not count because the person is earning leave as a condition of a personal contract, rather than under state law. Other personal services contracts do not cover leave and the employee is covered by the state law. This time counts. As a rule of thumb, if a school employee has less than 10 years of employment, but is earning more than 15 days of annual leave a year, the person is not covered by state law and the time does not count in future employment.

### ***University System***

Time worked as a classified employee with any unit of the Montana University System counts.

The University System has two types of employees covered by contracts. Time worked under some professional contracts counts because the employee also is covered by state law for leave administration. Time worked by persons covered by academic contracts typically will not count. Their contract provides for leave. The same rule of thumb used for school districts applies here. If an employee with two years of service earned 20 days of annual leave a year, the person is not covered by state law and the time does not count.

The same principles apply to employees of community colleges.

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